

## Adding a Class Once the Class Begins (Formerly known as Add Codes)

Once a class begins you will need to have authorization from the instructor to add the class.

### Waitlisted Students\* when a class begins:

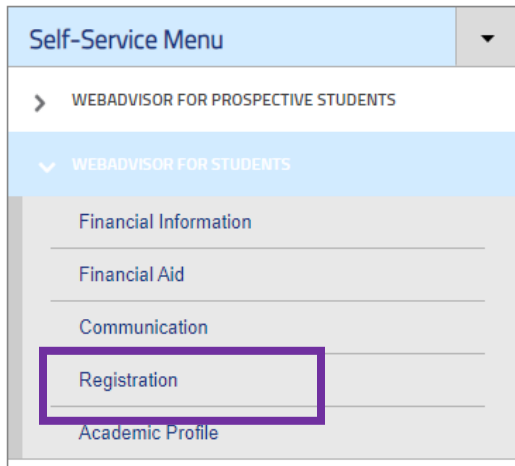
- **In Person Class**-you should attend the first day of the class as if you are enrolled. If the instructor has room in the class and is granting you authorization to add the class they will do so online.
- **Online Class**-you should email the instructor by the start of the class or the week prior to the class starting. Please do not email the instructor weeks in advance. They will look at emails just prior to the class beginning.

\*If you are not on the waitlist still please follow the above instructions to receive authorization to add the class. Priority is always given to student on the wait list.

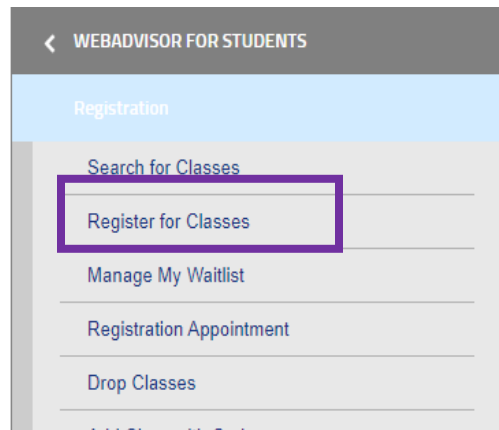
### STEPS FOR STUDENTS ON THE WAITLIST THAT RECEIVED AUTHORIZATION

If the instructor grants you authorization to enroll in the class you will log in to you MyECC account

Select the Registration.



Then select Register for Class



**Please go continue to next page**

The register tab will take you to your schedule. You will see the classes you are registered for or on the waitlist. You will also now notice that you have an Authorization to add the class you were waitlisted for and the instructor granted authorization. Click on the **Register Now** button

Schedule    Petitions & Waivers    Grading IDs

Winter Intersession 2023    Remove Unregistered Sections    Register Now

Filter Sections    Save to iCal    Print    Not Registered: 12 Credits    Enrolled: 0 Credits    Waitlisted: 3 Credits

ART-150-5005: The Art of Photography

Authorized for Add

Waitlisted

Credits: 3 Credits  
Grading: Graded  
Instructor: Nelson, M  
1/5/2023 to 2/7/2023  
Waitlisted: 3

Meeting Information

Drop Waitlist

View other sections

ART-150-5008: The Art of Photography

Not Registered

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit **Register**

Register Now

Select sections to add:

ART-150-5010 (3 Credits)

ART-150-5005 (3 Credits)

Enter Authorization Code

Enter a valid authorization code

Cancel    Register

You have successfully registered for the class.

Winter Intersession 2023    Register Now

Filter Sections    Save to iCal    Print    Not Registered: 0 Credits    Enrolled: 3 Credits    Waitlisted: 0 Credits

ART-150-5005: The Art of Photography

Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Nelson, M  
1/5/2023 to 2/7/2023

Meeting Information

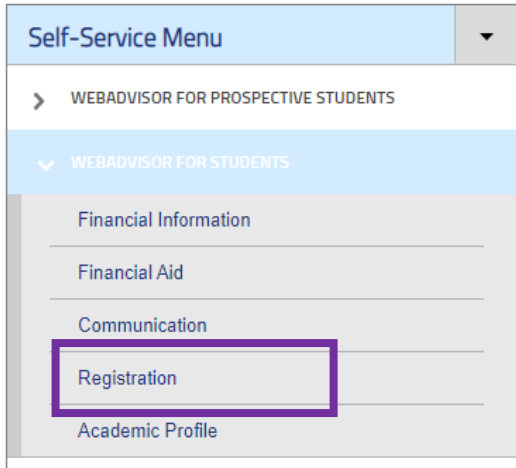
Drop

View other sections

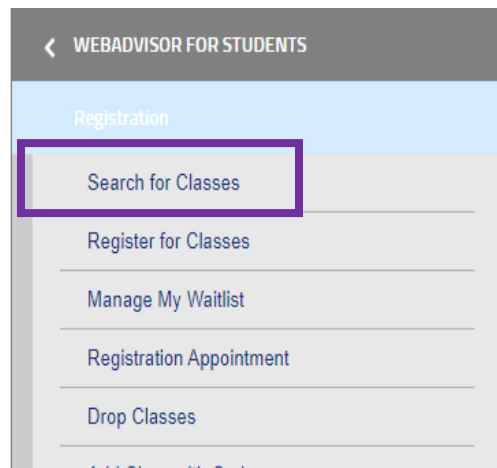
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

# STUDENTS NOT ON THE WAITLIST BUT RECEIVED AUTHORIZATION

## Select Registration



## Select



Enter the Term and the class information (remember to add the course section, authorization is specific to the section number). Then hit search

A screenshot of the 'Catalog Advanced Search' form. The form is titled 'Catalog Advanced Search' and has a 'Results View' dropdown set to 'Information'. There are two radio buttons: 'Catalog Listing' and 'Section Listing', with 'Section Listing' selected. The form has several input fields and dropdown menus:

- Term:** A dropdown menu with 'Winter Interession 2023' selected.
- Meeting Start Date:** A text input field with 'M/d/yyyy' as a placeholder.
- Meeting End Date:** A text input field with 'M/d/yyyy' as a placeholder.
- Courses And Sections:** A dropdown menu with 'Art' selected, and two text input fields with '150' and '5005' entered.
- Subject:** A dropdown menu with 'Subject' selected, and two text input fields with 'Course number' and 'Section' as placeholders.
- Subject:** A dropdown menu with 'Subject' selected, and two text input fields with 'Course number' and 'Section' as placeholders.
- Days Of Week:** A group of checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday', all of which are unchecked.
- Class Type:** A dropdown menu with 'Select class type' selected.
- Time Of Day:** A dropdown menu with 'Select Time Of Day' selected.
- Time Starts by:** A text input field with 'hh:mm AM/PM' as a placeholder.
- Time Ends by:** A text input field with 'hh:mm AM/PM' as a placeholder.
- Course Type:** A dropdown menu with 'Select Course Type' selected.

At the bottom of the form, there are two buttons: 'Clear' and 'Search'.

Next you will see the add button for the class you wish to add.

Search for Courses and Course Sections

[Back to Class Search](#)

Advanced Search Selection: 5005  
Filters Applied: Winter Intersession 2023

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Loca
<input type="button" value="Add"/>	Winter Intersession 2023	Waitlisted	<a href="#">ART-150-5005</a>	The Art of Photography		1/5/2023-2/7/2023	On C

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Click on **ADD** this will add it to your schedule. You will need to still register for the class.

Section Details

**ART-150-5005 The Art of Photography**  
Winter Intersession 2023

**Instructors** Nelson, M ([mnelson@elcamino.edu](mailto:mnelson@elcamino.edu))

**Meeting Information** M, T, W, Th, F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
On Campus At El Camino College, Music 204 (Lecture)

**Dates** 1/5/2023 - 2/7/2023

**Seats Available** 0 / 2 / 3

**Waitlisted** 3

**Credits** 3

**Grading** Graded

**Requisites** None

**Course Description** This course is a survey of photography as an art form which includes the evolution of photography as art. The course will also cover the aesthetic and cultural impact of photography as art. Also included is an examination of the techniques and methods of

This section has a waitlist.

**NOTE:** Once you've added a class/classes to your schedule, be sure to finish registering by going to [Academics - Register for Classes](#).

Search for Courses and Course Sections

[Back to Class Search](#)

Advanced Search Selection: 5005  
Filters Applied: Winter Intersession 2023

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
<input type="button" value="Add"/>	Winter Intersession 2023	Waitlisted	<a href="#">ART-150-5005</a>	The Art of Photography	<input checked="" type="checkbox"/> Scheduled	1/5/2023-

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You are not quite done

On the left hand navigation bar under **Academics** select **Register for Classes** you will notice the class has that you have been authorized is there. You will select **Register Now**

The screenshot shows the ellucian user interface for registering for classes. On the left, a navigation menu is open with 'Academics' selected. The main area displays the 'Register for Classes' page for 'Winter Intersession 2023'. A class card for 'ART-150-5005: The Art of Photography' is shown with details: 3 Credits, Graded, Instructor: Nelson, M, 1/5/2023 to 2/7/2023, and 2 waitlisted. A yellow warning box states 'This section has a waitlist'. A 'Waitlist' button is present. The schedule grid shows sections for ART-150-5005 and ENGL-1AS-6017.

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit **Register**

The 'Register Now' dialog box is shown, allowing the user to select sections to add and enter an authorization code. The sections listed are ART-150-5010 (3 Credits) and ART-150-5005 (3 Credits). The ART-150-5005 section is selected. The 'Register' button is highlighted.

You have successfully registered for the class.

Winter Intersession 2023 Register Now

Filter Sections Save to iCal Print Not Registered: 0 Credits Enrolled: 3 Credits Waitlisted

[ART-150-5005: The Art of Photography](#)

✓ Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Nelson, M  
1/5/2023 to 2/7/2023

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						

**REASONS YOU WILL NOT BE ABLE TO ADD EVEN WITH AN AUTHORIZATION TO DO SO:**

- You have a hold on your account blocking registration
- There is a time conflict
- You have reached the limit of allowable units for the term/semester (you will need to do an overload petition) [https://elcamino.formstack.com/workflows/unit\\_overload\\_pet](https://elcamino.formstack.com/workflows/unit_overload_pet)
- You do not meet the prerequisite for the class
- The deadline to use the Authorization has passed.

If however it is not one of the above reasons you can submit an ADD/DROP Online form prior to the add deadline for the class to see if Admissions & Records (A&R) can assist. A&R will not be able to add you if you do have one or more of the above reasons. An email will be sent back to you once your request has been reviewed informing you of your status.